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Reports - Records Center File

STAT

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: June 1959

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	82	1,063	
2. RECORDS ACCESSIONED	726	10,408	45,908
3. RECORDS DISPOSED OF AT CENTER	~~21~~ ~~89~~	~~2,845~~ 2177	~~5,193~~ 51.25
4. RECORDS TRANSFERRED FROM CENTER	~~78~~ ~~330~~	~~1,184~~ 1252	~~8,992~~ 9060
5. RECORDS HOLDINGS	31,723		
6. DISTRIBUTION MATERIAL RECEIVED	1,360	5,304	27,116
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	190	1,121	6,916
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	94	689	4,410
9. DISTRIBUTION MATERIAL HOLDINGS	*15,922		
10. TOTAL HOLDINGS	47,645		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,212	17,978	72,000
12. INFORMATIONAL REQUESTS	176	2,618	7,814
13. INFORMATION REPORTS	48	1,648	
14. INTELLIGENCE REPORTS	7,874	64,740	
15. ADMINISTRATIVE ISSUANCES	259	8,870	
16. TOTAL	9,569	95,854	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	124,086	792,413
B. RETURNS	8,947	46,306
18. ADMINISTRATIVE ISSUANCES	1,811	14,277
19. TOTAL	134,844	852,996

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	214	6,304
21. PHOTOCOPY	16	892
22. DITTO	1	479
23. TOTAL	231	7,675

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	72,060
25. UTILIZED	47,645
26. COMMITTED	5,929
27. AVAILABLE	18,486

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*Includes 1,571 cubic feet of Map Negatives